



PROJECT L.E.A.D. – Literacy for Every Adult in Dade
Miami-Dade Public Library System, 101 West Flagler Street, Miami, FL 33130

Tutor: _____ Student: _____

General:

Upon meeting your new adult learner, and subsequently as time progresses, and you learn about each other, you will initially establish, modify and change goals, as your learner's needs change. These goals need to be captured and documented in order to measure your adult learner's progress.

As a reminder the adult learner, and not the tutor sets the goals. However, you are encouraged to assist your adult learner in identifying SMART goals, both short and long term.

- ★ Specific
- ★ Measurable
- ★ Achievable
- ★ Realistic
- ★ Timely

A goal is achieved when the adult learner with your assistance determines that it has been met.

As an aid to you, you can use the sample student goals listed below, or the checklist in **Tutor** on pages 158 –159.

Instructions:

- This report is to be sent in only when a goal is set (this includes goals that change) or is met.
- Simply put the date the goal is set or met in the **Date Set** and **Date Met** boxes. Please be sure to include the year.
- The list is not all-inclusive, and goals not on the list can be added.

Student Outcomes	Sample Student Goals	Date Set	Date Met
Family/Self			
1. Applied literacy skills to family/self issues.	a. Read to children regularly/increased literacy practices in the home.		
	b. Identified learning strengths and used to acquire new information or set up accommodations.		
	c. Attended parent/teacher conferences/school related meetings.		
	d. Improved basic literacy skills.		
	e. Improved English literacy skills (speaking, reading, writing).		
	f. Helped children with homework.		
	g. Volunteered in child's school.		
	h. Communicated with teachers/school staff.		
	i. Wrote to family/friends.		
	j. Conversed with family and friends in English.		
	k. Read or wrote poems, journal, books, stories, novels.		
	l. Registered children for school according to guidelines.		
	m. Other:		
	n. Other:		
2. Attained consumer skill(s).	a. Opened checking/savings account.		
	b. Interpreted and paid bills.		
	c. Filled out insurance forms.		
	d. Used recipes.		
	e. Counted and used coins and currency.		
	f. Compared price to quality to determine the best buys for goods and services.		
	g. Selected appropriate housing.		
	h. Developed personal and/or family budget.		
	i. Understood directions for use of household appliances.		
	j. Other:		

3. Demonstrated knowledge of, and application of skills for wellness and healthy lifestyle.	a.	Planned nutritious meal for a day.		
	b.	Implemented an exercise routine.		
	c.	Read a medication bottle.		
	d.	Described symptoms of an illness.		
	e.	Used appropriate healthcare facilities and services.		
	f.	Read product label directions and safety warnings.		
	g.	Identified practices that promote mental well-being.		
	h.	Other:		
	i.	Other:		

Worker				
4. Attained employability skill(s).	a.	Demonstrated basic computer skills & use of common software programs.		
	b.	Filled out job application/has language to interview for job.		
	c.	Arrived at appointments consistently and on time.		
	d.	Completed work forms.		
	e.	Read and understood manuals.		
	f.	Communicated with peers, supervisors and/or customers.		
	g.	Read and understood signs.		
	h.	Interacted one-to-one competently and/or participated as a member of a team.		
	i.	Demonstrated improved conversational skills in social/work settings.		
	j.	Read and understood work-related information.		
	k.	Understood help wanted ads.		
	l.	Other.		
	5. Improved employment or economic status.	a.	Obtained a job.	
b.		Had reduction in public assistance.		
c.		Retained current job.		
d.		Improved current job status.		
e.		Entered other training/educational program.		
f.		Earned a secondary school diploma or achieved a GED certificate.		
g.		Obtained license or certification.		
h.		Other:		
i.		Other		

Citizen			
6. Demonstrated Knowledge of, and application of skills for obtaining information and assistance through community resources.	a.	Used library and/or other information services.	
	b.	Received a driver's license.	
	c.	Interpreted maps/transportation schedules or asked for directions.	
	d.	Used telephone and/or telephone book.	
	e.	Identified or used different types of transportation in the community.	
	f.	Used postal services.	
	g.	Located and/or used community agencies or services.	
	h.	Ordered from restaurant or fast food menus.	
	i.	Other:	
	j.	Other:	
7. Demonstrated knowledge of, and application of skills for rights and responsibilities of citizenship.	a.	Applied for/received U.S. citizenship/legal immigrant status.	
	b.	Registered to vote/voted in primary or general election.	
	c.	Increased involvement in civic/community activities.	
	d.	Answered questions about U.S. history/government.	
	e.	Wrote from dictation.	
	f.	Completed U.S. citizenship class.	
	g.	Understood legal rights and responsibilities and procedures for obtaining legal advice.	
	h.	Read for religious activities.	
	i.	Participated in neighborhood watch activities.	
	j.	Other:	
	k.	Other:	

Notes: